

Employee Relations Advisor

Position Status:	Temporary Assignment (12 months)
Posting Status:	Open
Location:	(On-site) 26 Prince Andrew Place, North York, ON M3C 2H4
Salary Range:	\$84,478 - \$124,487
Hours of Work:	36.25 per week
Posting Date:	May 22, 2026
Closing Date:	June 4, 2026

Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda across the province.

At the heart of our work is a commitment to democracy—making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Why join our team

Reporting to the HR Manager, you will provide employee relations advisory services to Elections Ontario HQ and field staff.

What to expect in this role

- Respond to complex employee relations matters in collaboration with organizational leaders while maintaining professionalism and discretion.
- Provide strategic HR and employee relations advice to internal and field staff, including guidance on performance management issues and interpersonal workplace conflicts, policy interpretation, best practices, and risk mitigation strategies.
- Recommend and implement appropriate resolution approaches, which may include workplace investigations, facilitated discussions, consultation with legal counsel, report writing, and briefings for employees, managers, and executives.
- Coach and mentor employee relations staff to support consistent practices and professional development.

What you need to qualify

- Minimum five to seven years' experience providing employee relations advice and expertise in a corporate, public sector, regulatory, or similarly complex environment.
- Strong knowledge of employee relations principles, legislation, and best practices, including the Ontario Labour Relations Act, Employment Standards Act, Ontario Human Rights Code, Ministry of Labour processes, and Canada Labour Code.
- Demonstrated experience managing sensitive and confidential matters with sound judgment, tact, discretion, and effective risk assessment.
- Effective communication and relationship management skills, with the ability to coach, facilitate discussions, and provide briefings to employees, managers, executives, and diverse stakeholder groups.
- Excellent organizational skills to manage competing priorities and high-volume work during peak periods while maintaining accuracy and professionalism.
- Strong listening, conflict resolution, and de-escalation skills, including the ability to provide and receive constructive feedback effectively.
- Demonstrated commitment to working within a values framework of respect, equity, anti-racism, diversity, and inclusion.
- Proficiency with Microsoft Office Suite, including Excel and PowerPoint; familiarity with HRIS systems is considered an asset.
- Advanced business writing and verbal presentation skills suitable for a wide range of audiences, including senior leadership.
- Must be legally entitled to work in Canada.

This role requires in office presence five (5) days per week. There is no hybrid opportunity.

The successful candidate will be required to complete criminal background and social media checks as part of the hiring process.

How to apply

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. We offer career growth opportunities and a competitive rewards program.

Please submit your **cover letter and resume as one PDF attachment**, using format: **EO-2026-75, First Name Last Name** in the subject line, to jobs@elections.on.ca no later than **4PM on June 4, 2026**.



We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

How to request an accommodation

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email hr@elections.on.ca.

At Elections Ontario all resumes are screened by the Talent Acquisition team and Hiring Managers, without the use of AI. For criminal record checks, AI is also not used for screening purposes. When conducting social media checks, AI technology is utilized to complete these activities.

Elections Ontario posts salaries in accordance with ESA pay/transparency legislation. Individual salaries within the anticipated salary range are determined through various factors, including but not limited to internal equity, education, relevant experience, knowledge and applicable skill sets.